SPD - Research and Development Program-Specific Information - REF8013

Scope

This reference document describes the Work Breakdown Structure, Milestones, Activity templates, and Comments used on projects falling under the Research and Development program, including reimbursable and direct funded efforts.

Distribution

Project Delivery Team (PDT)

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary and that it reflects actual practice.

Work Breakdown Structure (WBS)

WBS information is currently under development.

All projects falling under the Research and Development program will use the same Work Breakdown Structure. Few (if any) projects will have activities within all of the WBS.

Milestones

Milestone information is currently under development.

There is nothing sacrosanct about the milestone numbers. The names are what we need to have standard. Milestones are activity codes within P3e and are assigned to activities that are designated as type "milestone".

Activity templates

Activity templates are currently under development.

A number of activity templates have been developed to aid in the establishment of projects within P3e. They include activities, milestones and schedule logic. Activities can be modified, deleted, or ignored based on the requirements of the particular project. Caution should be used in deleting milestone activities to ensure that all mandatory milestones remain. The user can create their own activity schedule and logic, but in doing so, must make sure that all mandatory milestones are included at the appropriate location in the schedule logic to capture required data.

Research and Development Program-Specific Information - REF8013USACE Project Management Business Process Manual   REF8013.DOC

Effective 04/01/02   Page 1 of 2   Rev 3

Comments

In P3e, notebook fields for capturing comment (text) information can be assigned at the project, WBS, or activity level (or at multiple levels). There will be five types of notebook fields for specific purposes as defined below:

Synopsis – A short project description (paragraph or less) used in reports, fact sheets, etc.

Detailed Project Scope – Complete details of the scope of the project as defined in the PMP or as provided by the customer. This field will be updated to reflect the current agreement with the customer on the scope of the project as the PMP is updated or revised.

Status – Brief status of the project for use in reports. (This field is NOT to be used to discuss project issues.)

Issues for Higher Headquarters/Customer – Issues to be included in upward reporting and reports to the customer.

Issues for Internal Use Only - Issues to be used within a district/center prior to their release to Higher Headquarters or the customer, such as issues to be addressed by the PRB. These issues may be resolved without release to Higher Headquarters or the customer.

~~Notebook information is currently under development.~~

~~In P3e, notebook fields can be assigned at the project, WBS, or activity level (or multiple levels). There will be types of notebook fields at the project level used for specific purposes as defined below.~~

Response: see reworded master document. Changes accepted pending final validation from R&D Team lead.

Research and Development Program-Specific Information - REF8013USACE Project Management Business Process Manual   REF8013.DOC

Effective 04/01/02   Page 2 of 2   Rev 3